

NAV04 - CALIBRATION

NOTE - ALL QUESTIONS ARE PRIORITY 'A' EXCEPT #24B.

1.	Does the supplier have a written description of the calibration system? (ISO 4.11.1)	___ Sat ___ Unsat
2.	Is the calibration system coordinated with the quality program/inspection system? (ISO 4.2.3)	___ Sat ___ Unsat
3.	Is a listing of all standards maintained which includes nomenclature, identification number, calibration interval and source of calibration?	___ Sat ___ Unsat
4.	Are calibration intervals for measuring and test equipment and measurement standards established based on stability, purpose and degree of usage? (ISO 4.11.1)	___ Sat ___ Unsat
5.	a. Does the system provide for the mandatory recall of all items?	___ Sat ___ Unsat
	b. Are items returned for calibration as scheduled? (ISO 4.11.1)	___ Sat ___ Unsat
6.	Are calibration/recall procedures readily available to the calibrating personnel?	___ Sat ___ Unsat
7.	Does this procedure provide for: (ISO 4.11.1) ?	___ Sat ___ Unsat
	a. Adjustment of calibration frequency?	___ Yes ___ No
	b. Determining the adequacy of measuring/test equipment and procedures?	___ Yes ___ No
	c. Identification and prevention of use of any equipment, which does not perform satisfactorily?	___ Yes ___ No
	d. Definition of significant out-of-tolerance conditions?	___ Yes ___ No
	e. Written notification by calibration activity to user or a designated organization of significant out-of-tolerance conditions?	___ Yes ___ No
	f. Corrective action by supplier on affected product?	___ Yes ___ No
	g. Is an adequate checkout and accountability system in effect for locating equipment for recall purposes? (ISO 4.11.1)	___ Yes ___ No
8.	Are tools, gauges and test equipment traceable to the t National Institute of Standards Technology? (NIST) (ISO 4.11.1)	___ Sat ___ Unsat

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9.	Do calibration/inspection records reflect:(ISO 4.11.1)	___Sat ___Unsat
	a. Item identity number and name?	___Yes ___No
	b. Frequency of calibration?	___Yes ___No
	c. Procedure for calibration/inspection?	___Yes ___No
	d. Date calibrated/inspected and due date for calibration/inspection?	___Yes ___No
	e. Personnel performing calibration/inspection?	___Yes ___No
	f. Deviation from standard values?	___Yes ___No
	g. Actual measurement/value documented?	___Yes ___No
	h. Standard used (traceable to NIST)?	___Yes ___No
10.	Are tools, gauges and test equipment identified in a manner to reflect: (ISO 4.11.1)	___Sat ___Unsat
	a. Date calibrated/inspected and/or date due for calibration/inspection?	___Yes ___No
	b. Personnel responsible for calibration/inspection?	___Yes ___No
	c. Item identity or serial number?	___Yes ___No
11.	Are inactive standards identified as "inactive" or "calibration not required"?	___Sat ___Unsat
12.	Are adequate facilities used for transportation, storage and calibration of all tools, gauges and test equipment?	___Sat ___Unsat
13.	Does the described system require evaluation of the adequacy of the calibration system based on out-of-tolerance calibration data?(ISO 4.11.2.c)	___Sat ___Unsat

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14.	Does the supplier maintain cleanliness and provide for protection of test equipment? (ISO 4.11.2.h)	___ Sat ___ Unsat
15.	Does the supplier have the necessary gauges and measuring devices to permit reliable inspections to meet the procedural acceptance criteria? (ISO 4.11.2.a)	___ Sat ___ Unsat
16.	Are new or reworked tools "proven" prior to usage? (ISO 4.11.2.b)	___ Sat ___ Unsat
17.	Are customer-furnished tools, gauges and test equipment adequately controlled? (ISO 4.11.2)	___ Sat ___ Unsat ___ N/A
18.	Are employee-owned tools and gauges used for product acceptance subject to the same controls as company-owned equipment? (4.11.2)	___ Sat ___ Unsat ___ N/A
19.	Is calibration performed utilizing standards that have a higher accuracy level than the accuracy requirements of the equipment being calibrated?	___ Sat ___ Unsat
20.	Is calibration performed in a controlled environment (as determined necessary to assure the continued accuracy of the equipment and standards)? NOTE: The supplier's procedure must specify environmental considerations to be applied.	___ Sat ___ Unsat
21.	Are tamper-proof seals used to protect from access to adjustment features which could affect calibration?	___ Sat ___ Unsat ___ N/A
22.	Are items which are not calibrated to their full capability or which require functional check only labeled to indicate the applicable condition?	___ Sat ___ Unsat ___ N/A
23.	Are acceptance certificates of calibration provided for all equipment?	___ Sat ___ Unsat ___ N/A
24.	a.Does each piece of inspection, measuring and test equipment, that can affect quality, have a different and unique identification number assigned?	___ Sat ___ Unsat
	b.Review and record a sample of measuring and test equipment serial/traceability numbers: Sample Size: ____ Serial/Traceability Numbers:	
25.	Does the supplier use outside calibration laboratories? ISO 4.11.2.a)	___ Sat ___ Unsat ___ N/A

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26.	Are outside laboratories evaluated for acceptability? (ISO 4.6.1)	___ Sat ___ Unsat
27.	Are these laboratories on an approved subcontractor list? ISO 4.6.2)	___ Sat ___ Unsat

Additional Comments/Concerns: